
King County Consortium

2003 Action Plan:

**One Year Use of Federal Housing and
Community Development Funds**

DRAFT
October 2002

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You may also receive a copy by writing to:

King County Housing and Community Development Program
Community Services Division
821 Second Avenue, Suite 500
Seattle, WA 98104

The Plan is also available on the world wide web at www.metrokc.gov/dchs/csd/Housing

Reasonable accommodation available for people with disabilities available upon request. Please call (206) 205-6431 TTY: 711 (Relay Service)

King County Consortium
2003 Action Plan:
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2003 Action Plan: One Year Use of Federal Funds

King County's One Year Action Plan describes housing and community development strategies King County plans to implement to address the goals identified in the King County Consortium Consolidated Housing and Community Development Plan for 2000-2003 through a range of programs, services, and policy work in 2003. The Action Plan also describes monitoring activities and fiscal controls.

Housing

The King County Consortium has developed its one year use of HOME, Emergency Shelter Grant (ESG), and Community Development Block Grant (CDBG) funds to address the priority housing needs which further the objectives identified in the *King County Consortium Consolidated Housing and Community Development Plan for 2000-2003* (H&CD Plan). Under each Objective below, the housing projects are listed by project number. Detailed information on each project is listed numerically at the end of this document.

Service Delivery and Management

As described in the H&CD Plan, the institutional structure in the King County Consortium is relatively strong and diverse. In 2003, a variety of agencies and organizations will play key roles in delivering and managing the housing assistance programs identified below. In general, this includes the King County and Renton Housing Authorities, individual non-profit and for-profit housing developers and service providers, the King County Housing and Community Development Program and individual Consortium jurisdictions, and private, state and federal funding sources. Specific entities are identified below where appropriate.

Leveraging: Other Housing Resources Expected to be Available

In addition to the federal HOME, CDBG, and ESG entitlements made available to the King County Consortium in 2003, many other resources—federal, state, local, and private—will be available to help the Consortium address its five housing strategies. Federal CDBG, HOME, and ESG funds are actively used to leverage these other public and private resources. Staff works cooperatively to ensure that, to the extent possible, the use of these limited resources is carefully coordinated. A summary of the resources and anticipated 2003 funding levels follows:

Resource:

Estimated 2003 Funding Levels

Federal. Public Housing Authorities

King County Housing Authority (KCHA) Public Housing & Section 8 Programs

Approximately \$22 million for operating public housing and \$46 million for Section 8 vouchers in 2003

KCHA Bond and Tax Credit Revenue

Approximately \$21 million in 2003

Federal. WA State Housing Finance Commission Programs

- Low Income Housing Tax Credit Program
- Tax-Exempt Bond Financing Program

Approximately \$10.5 million in tax credit authority for 2003*. Approximately \$80 million in bond cap for housing in 2003*; \$40 million for multi-family and \$40 million for single family

Federal. McKinney Homeless Assistance –

Continuum of Care Competition (includes Supportive Housing Program, Shelter Plus Care, and Section 8 SRO Moderate Rehab Program)

About \$16.4 million will flow to King County programs in 2003 - approximately \$ 3.9 million for Shelter Plus Care and \$ 12.5 million for HUD Supportive Housing Program.

Federal. Health Care for the Homeless Network (Seattle-King County Department of Public Health)

Federal 330 grant of \$1.5 million in 2003* (Seattle-King County region); \$300,000 in Health Care Finance Administration Funds; additional local and private funds.

Federal. Housing Opportunities for People With AIDS (HOPWA)

2003 entitlement of \$1,641,000 for our Entitlement Metropolitan Area (King, Snohomish, and Island counties).

Federal. Federal Emergency Management Administration (for emergency shelter and food)

Approximately \$600,000 to King County (half for shelters, half for food).

State. Housing Trust Fund

Approximately \$73 million for the July 1, 2001 - 2003 biennium, statewide.

State. Emergency Shelter Assistance Program

Approximately \$1,045,996 to support shelters in King County

State. Transitional Housing, Operating and Rental Assistance

Approximately \$1,027,000 to support housing for families.

Local. King County Housing Opportunity Fund

Estimated 2003 allocation of about \$1.5 million for housing capital (targets homeless and special needs)

Local. House Bill 2060 Low-Income Housing Fund – King County – revenue from a document recording fee

Estimated revenue of \$2.2 million for use County-wide (capital and operating funds)

Local. King County and suburban city general fund allocations for housing and housing-related services.

Suburban cities amounts unknown at this time. Many cities will allocate funds to support emergency shelters and related services.

Private. United Way of King County

Approx. \$6 million per year allocated to shelter, food, housing, and emergency services.

**Source of funds could not be confirmed as of date of inquiry – this is a rough estimate and may change.*

King County will take a variety of actions to encourage other agencies and organizations to apply for all available funds to implement the housing strategies. Staff will share Notices of Funding Availability (NOFAs) with other agencies, social-service providers, non-profit developers and advocacy groups. A King County housing developer will work with project sponsors to help them package development proposals for all available federal, state and local funds. King County will also submit certifications of consistency for project applications that support the goals and strategies found in the H&CD Plan.

Many fund sources have matching requirements that necessitate a mix of funds for the projects. The King County Housing Opportunity Fund (HOF) requires that local jurisdictions contribute to projects that will be located in their city. King County awards cannot represent more than 50 percent of the total project funding in any housing development project. This requires that projects leverage other funding including state and private sources.

The HOME program has extensive match requirements that must be met with non-federal sources. Match sources may include local Housing Opportunity funds, a suburban jurisdiction's general funds, or, in some cases, cash from owners of property being rehabilitated, or project sponsor contributions. Project sponsors will be encouraged to leverage additional funds from the private sector when projects can support debt service.

Consortium-wide Housing: 2003 Actions

The following section describes, for each of the Consortium's four housing objectives, some of the actions that will be taken in 2003. This includes our discussion of activities to address the needs of homeless individuals and families (see Objective #3), as well as other general actions planned to foster affordable housing and remove barriers. Please refer to the listing of adopted 2003 projects for details on specific projects and their proposed accomplishments.

Objective #1

Preserve and expand the supply of affordable housing for low- and moderate-income households.

Proposed Accomplishments:

- **Develop and/or preserve an average of 700 units each year affordable to renters and owners at or below 80 percent of median income;**
- **Provide housing assistance to an average of 1,600 low- and moderate-income renters and owner households each year.**

Activities to Benefit Low- and Moderate Income Renters

1. **Expand the supply through the acquisition and rehabilitation of rental units, and new construction of affordable rental units.** These are the primary activities by which the Consortium will expand the supply of rental units. HOME funds will be used to acquire, rehabilitate, and construct units to provide permanent low-income rental housing for families and individuals. **Priority for HOME funds will be to units serving households at below market**

area rents or 50 percent of median income, whichever is less. Specific projects will be identified through a Request-for-Proposal process during the first half of 2003.

Project HH3000 HOME Subrecipient Housing Development

2. **CDBG funds will be used to fill gaps in housing continuum.** CDBG funds will be used to support projects which address the need for emergency and transitional housing, and which increase permanent rental opportunities for low-income and very low-income households. Several specific projects have already been identified; others will be identified through a Request-for-Proposal process.

Project C03911 Issaquah ARCH Housing Development Set-aside

Project C03915 Bothell ARCH Housing Development Set-aside

Project C03916 Kirkland ARCH Housing Development Set-aside

Project C03917 Mercer Island ARCH Housing Development Set-aside

Project C03919 King County & Small Cities CDBG Housing Development Set-aside

Project C03920 Lake Forest Park Housing Development Set-aside

3. **Rehabilitation of investor-owned rental properties.** HOME funds will be used to maintain the Consortium-wide rental rehabilitation program. Loans will be provided for rehabilitation of multifamily units owned by non-profits and private investor-owners. This rehabilitation program leverages the owners' financial resources as well as other private and public funds. King County has an open application cycle for these funds.

Project HH3108 HOME Rental Rehabilitation Loan Program

4. **Provide technical assistance for housing development.** King County housing development staff will provide technical assistance and development support for projects that serve residents of unincorporated King County and the small cities in the CDBG Consortium. The services will be available to facilitate affordable housing development for households at or below 80 percent of median income using County, State, federal, and private sources. This will include community outreach, working with project sponsors, designing projects, packaging development proposals to secure funding, assisting in selection of the project consultants, selecting a project site, and monitoring budgets during construction.

Project C03919 King County Housing Development Set-aside

5. **Review projects for consistency with the Consolidated Plan.** Review project applications to the Washington State Housing Finance Commission, the Washington State Housing Trust Fund and other state and federal funding sources for consistency with the King County Consortium's Consolidated Housing & Community Development Plan, and the Seattle-King County Continuum of Care Plan contained in the Consolidated Plan.

Project C03204 King County CDBG Administration

6. **Promote and implement public-private initiatives for affordable housing.** King County staff will implement public-private initiatives for affordable housing development, including:

- Negotiate and monitor agreements with developers of large parcels responsible for providing low, moderate, and median income housing as a condition of approval of the developments.
- Contribute to the development and review of countywide, sub-regional and local land use policies and plans to ensure that opportunities for affordable housing are addressed in each plan.
- Market available land, review projects, and negotiate development conditions with developers who are interested in County-owned land for low-income housing (up to 80 percent median income).
- Promote the use of density bonuses and impact fee exemptions as incentives to construct projects serving renters with incomes at or below 50 percent of the median and homebuyers at or below 80 percent of median income.
- Continue to prioritize the use of surplus property for affordable housing development and explore the feasibility of transfer of development rights.
- Promote transit-oriented developments to include an affordable housing component.
- Promote the adoption of local regulations to allow accessory dwelling units across all Consortium jurisdictions.

Project C03639 King County Affordable Housing Programs and Projects
Project C03204 King County CDBG Administration
Project HH3204 HOME Program Administration

7. **Promote regional fair share of affordable housing.** Continue to facilitate interjurisdictional participation in the development of affordable housing and promote specific strategies which implement countywide policies regarding fair share of affordable housing.

Project C03639 King County Affordable Housing Programs and Projects

8. **Create partnerships among housing sponsors.** King County staff will work with housing developers to create new, innovative partnerships between non-profit housing sponsors, private developers, and/or public housing authorities.

Project C03204 King County CDBG Administration
Project HH3204 HOME Program Administration

9. **Promote CRA obligations.** King County staff will continue to identify opportunities for new partnerships with private and financial institutions to develop housing and meet Community Reinvestment Act obligations through King County housing and economic development programs.

Project HH3204 HOME Program Administration

10. **Coordinate with public housing authorities.** The Consortium will continue to work cooperatively with the King County and Renton Housing Authorities. King County Consolidated Planning efforts will be closely linked with the housing authorities' planning requirements.

In 2003, King County Staff will continue to work with the King County Housing Authority (KCHA) as they implement the "Moving To Work Demonstration Program". King County Staff will also work with KCHA on the involved planning process that will begin for the redevelopment of Park Lake Homes I in White Center, through a HOPE VI grant which was awarded in the Fall of 2001.

Project C03204 King County CDBG Administration

11. **Continue opportunities for credit enhancements.** King County staff will continue to provide credit enhancements to appropriate projects developed for families at or below 80 percent of median income by guaranteeing to loan funds to the agency and others to assist projects acquired through tax-exempt bonds. The availability of the credit enhancements allows lower rents since debt service to the project are less. Additionally, the County receives fees for the provision of the credit enhancements to use for other housing purposes.

Local Funds

12. **Use CDBG funds for housing development.** King County CDBG funds will continue to revolve in a loan fund for land acquisition to be used in conjunction with self-help housing development in rural and suburban areas of the County. The sweat-equity approach substantially reduces the cost of housing below the market rate, providing homeownership opportunities to lower-income households.

Project C03919 King County CDBG Housing Development Set-Aside

13. **Use CDBG and HOME for homeownership programs.** King County will use CDBG funds and promote the use of the Consortium's HOME funds to provide homeownership opportunities for first-time homebuyers. The federal funds will be combined with other sources of funding (both public and private) to provide financing assistance to households at or below 80 percent of median income.

Project C03919 King County CDBG Housing Development Set-Aside

Project HH3000 HOME Subrecipient Housing Development

14. **Acquisition of mobile home parks.** CDBG, HOME and HOF funds will be used to help preserve mobile home parks whose residents are threatened with displacement due to redevelopment, as appropriate opportunities arise and are identified through the annual Request-for-Proposal process. King County will support the efforts of nonprofit organizations to acquire parks at risk of closure.

Project C03639 King County Affordable Housing Programs and Projects

Project C03919 King County & Small Cities CDBG Housing Development Set-Aside

Project HH3000 HOME Subrecipient Housing Development

15. **Promote affordable homeownership opportunities in large parcel developments.** King County staff will negotiate and monitor agreements with developers of large parcels responsible for

providing low, moderate, and median income housing as a condition of approval of the developments.

Project C03639 King County Affordable Housing Programs and Projects

16. Continue housing repair programs. King County will continue its single-family homeowner housing repair program funded by CDBG and HOME funds. Emergency grants and deferred payment loans are available for health and safety repairs and other rehabilitation projects. Part of the program combines CDBG/HOME funds with private-lender market-rate loans to provide a homeowner with an affordable monthly payment. **Access to the rehabilitation programs is provided through the King County Housing Repair Hotline (206) 296-7640.**

<i>Project C03461</i>	<i>King County Housing Repair Program</i>
<i>Project C03626</i>	<i>Bothell Housing Rehab Loan Funds</i>
<i>Project C03627</i>	<i>Des Moines Housing Rehab Loan Funds</i>
<i>Project C03628</i>	<i>Enumclaw Housing Rehab Loan Funds</i>
<i>Project C03631</i>	<i>Tukwila Housing Rehab Loan Funds</i>
<i>Project C03632</i>	<i>SeaTac Housing Rehab Loan Funds</i>
<i>Project C03633</i>	<i>Federal Way Housing Rehab Loan Funds</i>
<i>Project C03634</i>	<i>Lake Forest Park Housing Rehab Loan Funds</i>
<i>Project C03635</i>	<i>Renton Housing Rehab Loan Funds</i>
<i>Project C03636</i>	<i>Burien Housing Rehab Loan Funds</i>
<i>Project C03637</i>	<i>Covington Housing Rehab Loan Funds</i>
<i>Project C03713</i>	<i>SeaTac Senior Services Minor Home Repair</i>
<i>Project C03640</i>	<i>Shoreline Housing Rehab Loan Funds</i>
<i>Project C03739</i>	<i>Redmond Housing Rehab Loan Funds</i>
<i>Project C03751</i>	<i>Renton Housing Repair Assistance Program</i>
<i>Project C03699</i>	<i>Tukwila Minor Home Repair</i>
<i>Project C03278</i>	<i>Kirkland - KCHA Casa Juanita Fire Alarm System</i>
<i>Project HH3107</i>	<i>HOME Housing Rehabilitation</i>

Other Objective #1 Actions (Local Funds)

- **Allocate local King County housing capital funds.** The Housing Opportunity Fund (HOF), capitalized with general funds, will fund projects for acquisition, new construction and rehabilitation to provide rental housing units for households with incomes up to 50 percent of median. Funds will be targeted to projects serving homeless individuals and families, special-needs populations, and people at risk of displacement. The HOF will provide a major source of match for HOME funds.
- **Allocate King County portion of Document Recording Fee Low-Income Housing Fund (HB 2060)**
King County staff will allocate this new dedicated source of revenue for low-income housing projects (capital and operating) based upon allocation guidelines and interlocal agreements to be finalized with stakeholders by the end of 2002. King County staff and elected officials have worked for many years to see this dedicated revenue source passed by the legislature.
- **Allocate local King County funds for predevelopment.** King County will provide general funds for the Community Development Loan Fund that continues to provide revolving funds for predevelopment costs associated with eligible housing development projects.

- **Support workforce-housing initiatives.** King County will provide leadership and funding to support new initiatives designed to better address the affordable housing needs of the County’s low and moderate income workforce, including first-time homebuyer education and downpayment assistance, and transit-oriented developments.
- **Surplus property initiatives.** King County will continue to carry out a 1996 ordinance, which gives first preference to the development of affordable housing on County-owned surplus land. Staff continue to work proactively to identify potential sites and seek partnerships with potential housing developers.

Objective #2:

Provide a variety of appropriate housing programs for renters and owners with special needs.

Proposed Accomplishments:

Of the 700 units that will be developed or preserved each year in Objective #1, at least 60 units per year will be targeted to people with special needs.

Many of the activities listed under housing objective #1 also serve to promote the development of special needs housing. The Consortium will see to preserve and expand the supply of housing for people with special needs, including elderly residents, people with mental illness, people who are chemically dependent, people with developmental disabilities, people with physical disabilities and people with HIV/AIDS. In addition the Consortium will undertake the following:

1. **Increasing access to housing.** HCD staff will continue to:
 - educate disability advocates and social services providers about programs that are available to provide modifications that will make existing housing accessible to people with disabilities.
 - work with our partners and stakeholders to explore methods that will result in more units that are both “visitable” by persons with disabilities and more easily converted to accessible units
 - work with the Consortium to help overcome impediments to the siting of special-needs housing.
 - educate low-income housing providers and social service providers about disability accommodations
 - work to increase the number of accommodations that are made for disabled persons through programmatic changes in housing programs in the County

Project C03204 King County CDBG Administration

Project C03639 KCHCD Affordable Housing Programs and Projects

2. **Support housing authority programs targeted to special needs residents.** Work with the King County Housing Authority on special Section 8 programs, which will be available through both tenant-based and project-based housing options to people with disabilities.

Project C03204 King County CDBG Administration

3. **Support housing development serving special-needs populations and coordinate with human service systems regarding the needs and priorities for the special-needs populations they serve.** Work with the drug/alcohol system, the mental health system, and the developmental

disabilities program to identify appropriate housing opportunities that connect capital investments with appropriate resident services.

Project C03919 King County HCD Housing Development Set-aside

Project C03572 Shoreline IERR Alpha Springs Meadow Homes

Project C03573 Shoreline Parkview Homes VI

Other Objective #2 Actions (Local Funds)

- **Increase housing for the developmentally-disabled.** The King County Housing and Community Development Program will implement part two of a new developmental disabilities (DD) housing initiative; in 2003 King County will add a new developmental disabilities housing planner to the Affordable Housing Planning and Development Section of HCD. This planner will work closely with the Housing Coordinator in the DD Division of King County.

Objective #3

Provide services and facilities to prevent homelessness and to address the needs of families and individuals when homelessness occurs.

Proposed Accomplishments:

- **Of the 700 units that will be developed/preserved each year under Objective #1, approximately 40 units will be emergency, transitional and/or permanent housing targeted for people who are homeless.**
 - **Provide emergency shelter and transitional housing assistance to approximately 1,000 homeless individuals and families each year.**
 - **Provide homeless prevention services (primarily eviction prevention assistance) to approximately 200 households each year.**
1. **Target CDBG funds for homeless programs.** The King County Consortium will continue to target CDBG funds to help maintain the existing supply of emergency and transitional housing for homeless families, and to provide related emergency services that typically benefit homeless people and those at risk of homelessness. Allocations are consistent with the King County Continuum of Care Plan.

Shelters & Transitional Housing:

Project C03263 Kirkland Interfaith Transitional Housing Support

Project C02369 Kirkland YWCA Family Village Program Support

Project C03549 Shoreline Hopelink Emergency Shelter Support

Project C03553 Shoreline Church Council of Greater Seattle Homelessness Project

Project C03850 Renton DAWN Shelter Support

Project C03277 Federal Way CCN III Transitional Housing for Homeless

Emergency services and food:

Project C03308 Redmond Hopelink Emergency Services Support

Project C03490 Shoreline Hopelink Emergency Services Support
Project C03502 Shoreline Food Lifeline Food Distribution Support
Project C03552 Shoreline Emergency Feeding Program Support
Project C03703 SeaTac Des Moines Area Food Bank Support
Project C03707 SeaTac Emergency Feeding Program Support
Project C03865 Renton Emergency Feeding Program Support
Project C03891 Burien Catholic Community Services Emergency Assistance Support
Project C03910 Hospitality House

2. **Continue allocations to ESG and CDBG projects that support emergency shelter and homeless prevention programs through the Homeless Assistance Fund (“HAF”).** The HAF supports projects within the Continuum of Care plan system as identified by the 2000-2003 Consolidated Housing and Community Development Plan.

Project C03061 Hopelink / Kenmore Emergency Shelter
Project C03062 Eastside Domestic Violence Program
Project C03063 Auburn Youth Resources
Project C03064 Friends of Youth
Project C03065 Multi-Service Center ESG Support
Project C03066 YWCA Emergency Housing Program Support
Project C03067 FPA Motel Vouchers and Shelter Support
Project C03069 Catholic Community Services – HOME Shelter Support
Project C03070 ESG Program Administration
Project C03072 Eastside Interfaith Congregations for Homeless

3. **Use CDBG funds to support capital projects for the homeless.** The King County Consortium will use CDBG and HOF funds for capital projects, which increase the supply of emergency shelters for underserved populations and increase the supply of transitional and permanent affordable housing for all populations, at or below 80 percent of median income (for HOF funds, at or below 50 percent of median income).

Project C03919 King County & Small City CDBG Housing Development Set-Aside
Project C03277 Federal Way CCN III Transitional Housing for Homeless

4. **Planning and implementation of homeless projects.** King County will participate in planning and implementing homeless assistance projects and other programs serving persons at or below 80 percent of the median income and provide housing planning, development, and rehabilitation assistance to cities and towns in the King County Consortium.

Project C03204 King County CDBG Administration
Project HH3204 HOME Program Administration

5. **Encourage use of surplus properties available for homeless.** Staff will work with shelter providers and other non-profits to access homes available through HUD's Single Family Lease/Sale Assistance Programs for the Homeless and through surplus federal property for the homeless.

Staff will continue to review surplus Federal and County properties for potential use as affordable, transitional or emergency housing.

Project C03204 King County CDBG Administration

Project C03639 King County Affordable Housing Programs and Projects

Project HH3204 HOME Program Administration

6. **Update continuum of care planning and implement strategies.** King County will continue efforts to implement the recommendations of the “Advisory Committee on Homelessness,” regarding the 2002 McKinney competition and update of the continuum of care analysis of homeless resources and gaps which exist in the system, as required by the McKinney application.

Project C03204 King County CDBG Administration

7. **Administer McKinney Continuum of Care homeless assistance grants.** King County will work with community-based project sponsors to implement McKinney Supportive Housing Program and Shelter Plus Care awards. The active projects are:

McKinney grants administered by King County

Vietnam Veteran’s Leadership Program - transitional housing

King County Shelter Plus Care – rental assistance for homeless persons with disabilities

Consejo/Mi Casa – supportive services and transitional housing

Eastside Domestic Violence/My Friends Place – supportive services and transitional housing for homeless victims of domestic violence

Hopelink’s Bellevue Transitional Housing – supportive services and transitional housing

King County DCHS Regional Homeless Childcare – child care services

Other Regional Grantees

Auburn Youth Resources Severson House – transitional housing

City of Seattle Regional Homeless Youth Coordination Project – intensive outreach, employment and housing search services for youth

YWCA of Seattle/King County Three Agency Demonstration Project – supportive services and transitional housing

Friends of Youth Arbor House – transitional housing and supportive services

Kent Youth and Family Services Watson Manor – transitional housing and supportive services

Multi-Service Center Transitional Housing – transitional housing and supportive services

South King County Multi-Service Center Transitional Family Housing – transitional housing and supportive services

YWCA Family Village, Anita Vista and Auburn Transitional – transitional housing and supportive services

Funding for administrative activities is included in the McKinney awards.

8. **Maintain CDBG-supported homelessness prevention project.** The King County Consortium will support homeless prevention activities conducted by the Housing Stability Project. The funds

will be used to provide emergency loans and grants to households at risk of losing their housing, and for move-in assistance to homeless households moving into permanent housing.

Project C03101 Fremont Public Association Housing Stability Project

9. **Homeless Prevention support for tenants in public housing.** King County will continue to use CDBG funds to support services to tenants in publicly-assisted housing by providing case management, referral and assistance in accessing emergency services such as food and medical care.

Project C03137 Neighborhood House

10. **Enforcement of relocation policies.** King County will enforce the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended, to provide financial and relocation assistance for persons displaced as a result of projects using federal funds. King County will also enforce Section 104(d) of the Housing and Community Development Act of 1974 as amended, requiring the replacement of housing units occupied by households at or below 80 percent of median income that are demolished or converted to another use in connection with a CDBG project.

Project C032241 King County CDBG Administration - Capital

Other Objective #3 Actions (Local Funds)

- **Shelter Plus Care Administration.** King County will administer \$3.9 million annually in Shelter Plus Care funds and participate in the Shelter Plus Care Coordinating Committee to implement and evaluate the grant. This work will include ongoing planning for how best to downsize the program in the event the program is not renewed at existing levels. Funding for part of the administration is also included in the Shelter Plus Care award.
- **Emergency Shelter Support.** King County and numerous suburban cities will allocate general funds to support numerous youth and domestic violence programs throughout the county.
- **Housing counseling.** King County will continue to use general fund revenues for housing counseling programs including fair housing, mortgage default counseling, tenant counseling and advocacy.
- **Transitional Housing, Operating and Rental Assistance.** King County will continue to administer approximately \$1,032,000 annually for transitional housing and rental assistance for homeless families with children. King County will work with the service providers and other funders of homeless programs to ensure that the program guidelines for this state money are consistent with the regional Continuum of Care strategies.
- **Regional Homelessness Initiatives:** King County will continue to participate in regional initiatives to address homelessness, such as:

Safe Harbors Design Project: An outcome-based, computerized system to facilitate timely, efficient and effective access to needed services and supports for persons who are homeless in King County. CDBG Administration funds are also part of this project.

Gates Foundation “Sound Families”: A transitional housing initiative for funding the development of transitional housing in conjunction with the provision of supportive services for homeless families in Pierce, King and Snohomish counties.

Committee to End Homelessness: An effort launched by St. Mark’s Cathedral to drastically reduce homelessness in our region within the next ten years. The Committee has garnered support from the private sector, local government and private foundations to increase public and private resources to eliminate homelessness in Seattle and King County.

“Out of the Rain” Initiative: a comprehensive effort by United Way of King County to target resources to address homelessness in King County.

Objective #4

Support a broad mix of housing initiatives and programs designed to increase the supply of affordable housing and access to it

1. **Support Washington Reinvestment Alliance.** King County will continue to support the efforts of the Washington Reinvestment Alliance, a coalition established to work cooperatively with financial institutions to improve performance under the federal Community Reinvestment Act.

Project C03204 King County CDBG Administration

Project HH3204 HOME Program Administration

2. **Support development of strong housing coalitions.** King County will continue to support the development of strong coalitions by funding and participating in organizations such as:

- The Washington Low-Income Housing Congress, which advocates for state funding and policies favorable to low-income (up to 80 percent of the median) housing.
- A Regional Coalition for Housing (ARCH), which assists Eastside jurisdictions in housing planning and program implementation.
- The Seattle-King County Housing Development Consortium, which represents non-profit housing developers and addresses common issues and concerns.
- The Washington Low-Income Housing Network, a statewide organization providing information about housing needs and monitoring of the progress and accomplishments of state and federal housing programs.

Project C03204 King County CDBG Administration

Project HH3204 HOME Program Administration

*Project C03639 King County HCD Affordable Housing Programs and Projects
and Local Funds*

3. **Use of Section 108 loans.** King County will explore the use of Section 108 loan guarantees for funding of housing development activities.

4. Activities to Affirmatively Further Fair Housing and Carry Out the Consortium's Fair Housing Action Plan. In 2003 King County staff will:

- work with the Consortium partners on the development of a new *Fair Housing Action Plan*, in conjunction with the start of the planning process for a new Consolidated Plan.
- evaluate our funding applications and monitoring tools for enhanced language regarding fair housing guidelines in order to increase awareness about fair housing laws for our funded projects.

King County staff will continue to:

- work with the *LIFT Partnership* (KCHCD, KC Office of Civil Rights, Seattle Office of Housing, Seattle Office for Civil Rights, King County Bar Association, Northwest Justice Project) to take fair housing training out to case managers, service providers, advocates, Consortium staff and housing providers across King County. While *LIFT* trainings cover all aspects of fair housing in a user-friendly format, they provide practical, detailed information about disability accommodations, a very complex area of the law.
- provide technical assistance to local jurisdictions and housing providers on fair housing issues.
- respond to inquiries from the public with fair housing information and referrals for assistance.
- work on the Seattle-King County Coalition for Responsible Lending; raise awareness about the devastating effects of predatory lending across King County; educate housing repair clients about predatory lending to discourage them from taking a predatory loan; research predatory lending in our County; develop a loan product to assist some of the victims of predatory loans.

Other Objective #4 Actions (Local Funds)

- **Promote state and federal funding for affordable housing capital and operating costs, and other programs.** The King County Consortium advocates at the state and federal level, based upon adopted legislative priorities, in support of continued funding for affordable housing, homeless assistance and mobile home relocation assistance
- **Housing Education and Trends.** King County will use general funds to support activities which help educate the community about low-income housing needs, programs, and trends, and will support forums for gathering community input about these issues.
- **Increase funding base.** Support legislation and other initiatives designed to increase state and local funding for affordable housing and homeless programs.
- **Linkages with public housing authorities.** Work closely with the King County and Renton Housing Authorities in carrying out their mandated planning processes and in planning and developing other low-income housing initiatives.
- **Incentives.** As appropriate, support activities designed to stimulate affordable housing development, including incentive programs, use of surplus property, removal of regulatory barriers, land banking, and more.

- **Technical assistance.** Provide housing development technical assistance and information to non-profit organizations and communities engaged in strategic planning to address housing needs.
- **Coordination with other funders.** Promote coordination with other housing funders, housing advocacy and information groups, and subregional housing entities. Work with other funders to simplify and streamline applications, contracting, and monitoring processes for capital funds where CDBG and HOME administrative funds are utilized in conjunction with local dollars.
- **Linkages with welfare-to-work initiatives.** Support workforce housing initiatives, building links to welfare-to-work programs as appropriate.
- **Efforts to preserve the loss of project-based Section 8** and other subsidized housing with expiring subsidies. Participate in planning for and carrying out strategies to minimize the loss of project-based Section 8 units as contracts expire.
- **Fair Housing enforcement.** The King County Office of Civil Right Enforcement will continue to use general funds to enforce King County Ordinance No. 5280, which prohibits housing discrimination. The Fair Housing Section will serve King County residents through education, information, referral and resolution of discrimination complaints.

CDBG and HOME administrative funds are utilized in conjunction with local dollars in the following activities:

- ◆ Linkages with public housing authorities
- ◆ Incentives
- ◆ Technical assistance
- ◆ Coordination with other funders
- ◆ Linkages with welfare-to-work initiatives
- ◆ Efforts to preserve the loss of project-based Section 8

Community Development

The following section lists the specific projects that will be implemented in 2003 for each of the Consortium's four Community Development Objectives. King County and the sixteen Pass-through Cities, who receive a direct allocation of CDBG funds, developed the objectives which address the priority community development needs identified in the *King County Consortium Consolidated Housing and Community Development Plan for 2000-2003*.

Objective #1

Improve flood/storm drain systems, water systems, sewer system, sidewalks, and other public infrastructure in low- and moderate-income and/or blighted neighborhoods including access for persons with disabilities by removal of architectural barriers in existing neighborhoods.

Proposed Annual Accomplishments

- **Provide subrecipient technical assistance and contract management to 10 public infrastructure and park facility projects and five projects to remove architectural barriers annually; and**
- **Complete two public infrastructure and park facility projects and four projects to remove architectural barriers annually.**

Activities

The Consortium will use CDBG funds to support construction and rehabilitation of public infrastructure and park facilities that reflect high priority needs. Activities will include construction or rehabilitation of existing sidewalk and park facilities in order to improve access to persons with disabilities.

<i>Project C03876</i>	<i>Burien North Ambaum Park Development</i>
<i>Project C03237</i>	<i>Des Moines Wesley Home Cross Walk Signal Replacement</i>
<i>Project C03370</i>	<i>Enumclaw Skatepark Project</i>
<i>Project C03729</i>	<i>Tukwila Cascade View Roadway and Drainage Improvement</i>
<i>Project C03373</i>	<i>Federal Way Thompson Neighborhood Park Development</i>

Objective #2

Acquire and/or improve public and non-profit facilities which benefit low- and moderate-income residents or remedy slum/blight condition; improve access to public facilities for persons with disabilities by removal of architectural barriers.

Program Accomplishments:

- **Provide technical assistance to 40 public facility projects, including projects to remove architectural barriers;**
- **Complete 10 public facility projects and five facility projects to remove architectural barriers.**

Activities

The Consortium will use CDBG funds to support acquisition, construction and rehabilitation of community facilities that reflect high-priority needs. Activities will include:

- acquisition of property by nonprofit health and human service agencies which are either leasing facilities and/or require satellite facilities;
- construction or rehabilitation of both public and nonprofit facilities to expand service delivery capacity;

- rehabilitation of both public and non-profit facilities to address deferred maintenance or health and safety issues; and
- rehabilitation of both public and private facilities in order to improve access to clients with disabilities.

<i>Project C01709</i>	<i>Lutheran Social Services Facility Design</i>
<i>Project C03374</i>	<i>Federal Way Ocean Ridge Apartments Childcare</i>
<i>Project C03241</i>	<i>King County CDBG Administration – Capital</i>
<i>Project C03795</i>	<i>Hopelink Sno-Valley Rehabilitation</i>
<i>Project C03570</i>	<i>Maple Valley Food Bank Facility Expansion</i>
<i>Project C03899</i>	<i>Friends of Youth McEachern Youth Facility Rehabilitation</i>
<i>Project C03722</i>	<i>SeaTac – Senior Center Design</i>
<i>Project C02568</i>	<i>Shoreline CHS Services Facility Improvements</i>
<i>Project C03369</i>	<i>Eastside Domestic Violence Facility Repair</i>
<i>Project C03369</i>	<i>EDVP Facility Repair</i>
<i>Project C02783</i>	<i>Children's Therapy Center Facility Expansion Project</i>

Objective #3

Enhance quality of life for families and individuals by supporting health and human services that predominantly serve low- and moderate-income residents.

Program Accomplishments:

Provide services to 38,000 persons.

Activities

The Consortium will use CDBG funds to support basic needs services (food, clothing, and emergency services), senior services, youth services, child care, employment training, health services and domestic violence services. Activities will include but are not limited to:

- distribution of food products to food banks located in the Consortium;
- providing access to emergency food, shelter, clothing, transportation and utility assistance for low- and moderate-income persons;
- providing child care scholarships for low- and moderate-income families;
- providing employment training and counseling to immigrants and refugees;
- providing health and dental care to low- and moderate-income persons;
- supporting support services to victims of domestic violence and their children;
- providing operational support to senior centers; and
- providing recreational programs to low- and moderate-income youth.

<i>Project C03101</i>	<i>Fremont Public Association Housing Stability Project</i>
<i>Project C03371</i>	<i>Enumclaw YWCA Domestic Violence Victims Services</i>
<i>Project C03257</i>	<i>Federal Way Emergency Feeding Program</i>
<i>Project C03258</i>	<i>Federal Way Senior Center, Adult Day Care</i>

Project C03259 Federal Way PACT (Parents and Children Together)
Project C03062 Eastside Domestic Violence Program
Project C03061 Hopelink – Kenmore Emergency Shelter Support
Project C03571 Multi-Service Center Emergency Shelter Support
Project C03797 Vashon Youth and Family Services Emergency Housing Safety Net
Project C03727 YWCA Emergency Housing Program Support
Project C03723 SeaTac PACT (Parents and Children Together)
Project C03910 Hospitality House
Project C03015 Food Lifeline Food Distribution Support
Project C03116 Covington YWCA Emergency Shelter Support
Project C03136 Legal Action Center Services C03060
Project C03160 Tukwila Senior Citizen Program Support
Project C03161 Des Moines Senior Center Support
Project C03263 Kirkland Interfaith Transitions in Housing Support
Project C03266 Kirkland Jewish Family Services Training & Employment
Project C03269 Kirkland YWCA Family Village Program Support
Project C03297 Issaquah Valley Senior Van Driver Support
Project C03308 Redmond Hopelink Emergency Services Support
Project C03334 Enumclaw Youth & Family Resource Center Support
Project C02360 Redmond Hopelink Literacy Services
Project C03389 Federal Way Domestic Violence Victim Advocate
Project C03393 Federal Way CHCKC Dental Support
Project C03406 Federal Way YMCA CARES Child Care Subsidy Program
Project C03431 Lake Forest Park - Shoreline Senior Center Program Support
Project C03467 Black Diamond Community Center Support
Project C03490 Shoreline Hopelink Emergency Services Support
Project C03491 Shoreline East/North Healthy Start Support
Project C03521 Pacific Algona Community Center Support
Project C03549 Shoreline Hopelink Emergency Shelter Support
Project C03502 Shoreline Food Lifeline Food Distribution Support
Project C03503 Shoreline CHS Anger Management Support
Project C03552 Shoreline Emergency Feeding Program Support
Project C03553 Shoreline Church Council fo Greater Seattle Homelessness Support
Project C03562 Hopelink Sno-Valley Center Support
Project C03703 SeaTac Des Moines Area Food Bank Support
Project C03707 SeaTac Emergency Feeding Program Support
Project C03797 Vashon Youth and Family Services Community Safety Net
Project C03798 Volunteers of America Skykomish Outreach
Project C03803 Neighborhood House Park Lake Homes Case Management
Project C03845 Renton CHCKC Primary Dental Support
Project C03850 Renton Domestic Abuse Women's Network
Project C03855 Renton Elderhealth NW Connection Program Support
Project C03859 Renton Visiting Nurse Services Support
Project C03865 Renton Emergency Feeding Program Support
Project C03871 Renton Communities in Schools Support
Project C03885 Burien Highline YMCA School Age Child Care Support
Project C03886 Burien Project Look Youth & Family Support
Project C03891 Burien CCS Emergency Services Support
Project C03959 Bothell Senior Transportation Support

Objective #4

Assess community development needs and ensure compliance with applicable federal regulations.

Program Accomplishments:

- **Complete housing and community development needs assessments in north and south King County.**
- **Provide administration of the CDBG Program.**
- **Provide technical assistance to subrecipients.**

Activities

The Consortium will use CDBG funds for planning and administration activities. These include:

- human services needs assessment;
- housing and community development needs assessments;
- technical assistance to public and nonprofit agencies on development of outcome measures;
- economic development plans; and
- general administration of the CDBG Program.

<i>Project C03059</i>	<i>KC HCD Assistance to Small Cities</i>
<i>Project C03120</i>	<i>Covington CDBG Program Administration</i>
<i>Project C03138</i>	<i>Redmond CDBG Program Administration</i>
<i>Project C03204</i>	<i>King County CDBG Administration</i>
<i>Project C03245</i>	<i>Des Moines CDBG Program Administration</i>
<i>Project C03300</i>	<i>Issaquah CDBG Program Administration</i>
<i>Project C03312</i>	<i>Enumclaw CDBG Program Administration</i>
<i>Project C03375</i>	<i>Federal Way CDBG Program Administration</i>
<i>Project C03432</i>	<i>Lake Forest Park CDBG Program Administration</i>
<i>Project C03507</i>	<i>Renton CDBG Program Administration</i>
<i>Project C03534</i>	<i>Kirkland CDBG Program Administration</i>
<i>Project C03555</i>	<i>Shoreline CDBG Program Administration</i>
<i>Project C03705</i>	<i>SeaTac CDBG Program Administration</i>
<i>Project C03890</i>	<i>Burien CDBG Program Administration</i>
<i>Project C03950</i>	<i>Bothell CDBG Program Administration</i>

Planning

<i>Project C03898</i>	<i>Burien CDBG Community Development Planning Study</i>
<i>Project C03240</i>	<i>Des Moines Pacific Ridge and Economic Development Plan</i>
<i>Project C03372</i>	<i>Enumclaw Community Public Opinion Survey</i>
<i>Project C03730</i>	<i>Tukwilla SKC Domestic Violence Plan</i>

Economic Development

The following section lists the specific projects that will be implemented in 2003 that will further the Consortium's Economic Development Objective. The objective was developed by King County and the sixteen Pass-through Cities in the context of the overall countywide economic development goals and action plan for region.

Objective

Increase employment opportunities for low- and moderate-income residents and help maintain or increase the viability of our existing industrial and commercial areas.

Program Accomplishments:

- **Create and/or retain 40 permanent jobs for low- and moderate-income persons.**
- **Assist three small and/or economically-disadvantaged businesses, either in obtaining financing for business/job retention and expansion purposes, or to promote revitalization of one or more Consortium partner's commercial areas.**

Activities

The Consortium will use CDBG funds for the following economic development activities:

- maintaining the availability of industrial land where there is already adequate infrastructure and providing for any necessary clean-up of "brownfields" – existing industrial sites which have some environmental contamination limiting their re-use;
- redeveloping existing commercial areas;
- increasing employment opportunities for low- and moderate-income people; and
- fostering public-private partnerships through direct economic development assistance to private for-profit businesses where such assistance will create or retain jobs and business opportunities for low- and moderate-income persons.

Project C03302 Green River Community College Foundation Small Business Assistance

Project C03684 King County Consortium Regional & Economic Development Program

Project C03685 King County Small Business Loan Program

Special Activities - CBDOs - 570.204

Project C03366 Redmond Hopelink's Employment Services

Project C03744 King County CBDO Rural Employment Services

Project C03279 Kirkland – Hopelink's Employment Program

Project C03913 Hopelink's Employment Program

Project C03914 Multi-Service Center Employment Development Services

Monitoring Plan

HCD contracts most of funds provided by HUD to subrecipients (primarily non-profit and /or cities), and has developed extensive monitoring procedures, both in terms of the overall HCD Plan goals as well as individual subrecipient performance. Processes and procedures have been developed in each program area to specifically address federal, State and County statutory and regulatory requirements, in addition to providing County staff with a system of ensuring project compliance and accomplishments. This section will discuss how HCD currently monitors its activities in each of its programs to meet H&CD Plan goals. Efforts are underway by HCD to update the current Monitoring Plan to provide a general framework that the following HCD sections can use: Housing Finance Program for HOME, CDBG and local funds; Community Development for CDBG funds; Housing Repair Program for CDBG and HOME funds; Homeless Assistance Fund for CDBG and ESG funds; McKinney Homeless Assistance for Supportive Housing Program and Shelter Plus Care Program funds. One of the outcomes will be a Monitoring Tool Desk Guide that enables coordination and consistency of review of HCD's programs and monitoring efforts. The Desk Guide will provide:

- a synopsis of each HCD section;
- examples of tool(s) used in monitoring;
- frequency standards for monitoring and
- definitions of terms used in monitoring processes.

Monitoring to Meet Overall Consolidated H&CD Plan Goals

King County will report annually on the progress made toward meeting the goals established in the consolidated plan for assisting persons and communities at or below 80 percent of the median income. This performance report will comply with HUD's requirements and format and be submitted by the date HUD selects.

Ensuring Subrecipient Compliance with Statutory and Regulatory Requirements

King County has three major milestones of review to ensure compliance with requirements: These are (a) allocation policies and RFP processes, (b) contracting requirements and (c) implementation and program management.

a) Allocation Policies and RFP Processes

King County adopted the H&CD Plan which guides the application and allocation process for CDBG funded projects. The H&CD Plan also guides the two King County Housing Finance Programs that allocate County and Small Cities CDBG and HOME funds, as well as the allocation of ESG funds through a competitive process.

Agencies requesting funds are asked to respond to general and program-specific policies in their application and only those meeting the policies are moved forward for evaluation and potential recommendation for funding. The general policies incorporate federal, state and local requirements. These policies include, among others:

- consistency with local codes and policies
- restrictions on change of use of property/buildings assisted with federal funds
- establishment of a legally binding public interest
- minimization of displacement and provision of relocation assistance
- adherence to federal wage rates
- compliance with federal audit requirements
- adherence to lead-based paint abatement regulations
- establishment of affordable rents
- provision of verification documents of client eligibility.

Housing projects are also asked to respond to the following housing activity policies in the National Affordable Housing Act, and are identified in the housing section of the H&CD Plan:

- address needs/gaps identified in the H&CD Plan
- utilize other funds effectively
- affirmatively further fair housing practices
- develop an affirmative marketing plan
- complete an environmental review checklist.

All projects requesting CDBG, HOME or ESG funds are evaluated to determine if they are (1) program eligible and priority based on program policies, (2) consistent with local, state and federal regulations, and (3) viable as submitted.

b) Contracting

Projects funded through HOME, CDBG or ESG will be required to enter into a contract with King County. In addition to the scope of work, duration, and projected accomplishments or performance, each contract contains federal, state and local program requirements by which each agency must abide or they will not be reimbursed. These include, but are not limited to, requirements related to:

- | | |
|--|--|
| • audits | • restrictions on change of use |
| • subcontracting | • acquisition and relocation |
| • insurance coverage | • housing quality standards |
| • conflict of interest issues | • public information |
| • grounds for suspension or termination | • certification regarding lobbying |
| • corrective action | • evaluation and recordkeeping |
| • prohibition of political activities | • bid procedures |
| • nonsubstitution of local funds | • acquisition procedures |
| • constitutional prohibition against funding of religious activities | • relocation and one for one replacement housing |
| • environmental review | • Section 504/handicapped accessibility |
| • nondiscrimination practices | • Construction |
| • procurement standards | • Lead based paint abatement |
| • labor standards | • Section 3 compliance |

King County Prosecuting Attorney annually reviews and approves boilerplate contract language that incorporates all federal, state and county rules and regulations into HCD program contracts. This coordinates contracting in program areas – documenting a unified and consistent procedure.

Contracts are provided to the agencies for their review before being executed. Agencies clearly understand that the contract requirements are the criteria against which they will be monitored. Technical assistance is provided to the sub-grantee to ensure that all conditions that accompany the agreement are understood.

c) Implementation and Program Management

Each HCD Program area has specific priorities of accomplishments in implementing their respective programs. The following depicts the monitoring goals of each program.

Housing Finance Program (CDBG, HOME and Local Funds)

Projects supported by HFP funds must create or preserve housing that is affordable to income-eligible households. These projects will include permanent housing including multi-family rental, single-family group homes, and homeownership as well as transitional housing and emergency shelters. Local county funds are specifically targeted towards developing housing for individuals and families with special housing needs. Eligible uses for capital expenditure in general are:

- New construction
- Acquisition and Rehab
- Preservation of existing affordable housing units
- Other development costs associated with project completion

Monitoring Goals: Specific areas of compliance and monitoring for all funded projects that are under contract include but are not limited to the following:

- population being served and number of regulated units
- income eligibility of housing occupants
- housing affordability
- equal opportunity and affirmative marketing
- adherence to applicable property standards
- adherence to applicable fair housing standards
- fiscal responsibility and general admin recordkeeping
- safe and sanitary housing maintained in good physical repair
- if applicable, agency procurement and wage standards

Community Development Section (CDBG Funds)

Community Development projects are used for a variety of activities but are restricted to those that meet a preset national objective and serve low to moderate income areas that qualify by census data or clients who fit within limited clientele qualifications. Funded projects include, but are not limited to: acquisition, rehabilitation, public services, relocation, public facilities, economic development, Special Activities by CBDOS, and planning and capacity building.

Monitoring Goals: Specific areas of compliance and monitoring for all funded projects that are under contract include but are not limited to:

- documenting King County's compliance with requirement for conducting subrecipient monitoring (set for in CDBG Program Regulations). Assure that subrecipient program administration and funded projects are completed in compliance with established regulations and that project activities continue to serve the target population identified in the initial application

- ensure that CDBG subrecipients are complying with applicable federal regulations, OMB Circulars and King County ordinances (regulatory requirements) relating to financial management systems, procurement and contracting , property management and disposition, labor standards, record keeping and reporting requirements;
- ensure that CDBG subrecipients are meeting performance requirements specified in the subrecipient agreement and target populations are being served;
- ensure technical assistance is being provided timely and regulatory compliance is understood.

Housing Repair Program(s) (CDBG and HOME Funds)

The Housing Repair Program administers CDBG and HOME funded housing repair projects. Most projects are administered directly. The only subrecipients that need monitoring are several cities which have minor repair programs using CDBG dollars.

Monitoring Goals: Insure program is following all regulatory processes and procedures including but not limited to:

- Income verification
- Lead-based paint regulations
- Environmental review
- Section 504//disabilities /act (ADA)

Review structure of program to determine

- Performance and Eligibility/Program Benefit
 - File management/recordkeeping
 - Grievance procedures
- Adequate and proper insurance

Homeless Assistance Fund (CDBG and ESG Funds)

The Homeless Assistance Funds (HAF) comprise a combination of Consortium-wide Emergency Shelter Grant (ESG) dollars and Community Development Block Grant County and Small Cities (CDBG-CSC) dollars.

The HAF grants are awarded through a competitive application process on a bi-annual basis. Projects supported by HAF funds can be used for a range of activities that serve homeless persons and provide homeless prevention, such as shelter operation and maintenance costs and supportive services provided by shelter programs.

Monitoring Goals:

- document King County's compliance with requirement for conducting sub-recipient monitoring (set for in CDBG and ESG Program regulations);
- ensure that CDBG and ESG sub-recipients are complying with applicable federal regulations, OMB Circulars and King County ordinances (regulatory requirements);
- ensure that CDBG and ESG sub-recipients are meeting performance requirements specified in the sub-recipient agreement; and
- implement DCHS policies regarding contract monitoring.

McKinney Homeless Assistance (Supportive Housing Program & Shelter Plus Care Program)

Projects supported by McKinney funds include:

- Capital (to build transitional housing units)
- Operations (utility, maintenance, etc. of transitional housing)
- Lease (of space for transitional housing and necessary support services)
- Services (case management and other costs associated with the provision of transitional housing and supportive services)
- Rental Assistance (to clients who reside in transitional housing)

Monitoring Goal: The goals of the McKinney monitoring process are to verify:

- that the programs/projects are serving eligible clients;
- proper rent calculation
- that the projects are operating at capacity or the appropriate utilization (i.e. clients are receiving the applicable services/housing at the levels indicated in the McKinney contract); and
- that the project/program goals are achieved.

Fiscal Controls

The County has standardized procedures to ensure that fiscal information on HOME, CDBG and ESG funds that is being submitted to a HUD cash and management information system is correct and complete. Once our HUD contract is executed and the funds are added to our letter of credit for HOME, CDBG and ESG funds, separate accounts are set up through the County's Office of Financial Management.

Each approved project is linked to each account authorized by the respective letter of credit via the County's Accounting Resource and Management System. A continuing balance for each project is maintained on a mainframe computer and can be accessed on a daily basis. A separate account for HOME matching funds has been set up and the HOME Coordinator is responsible for monitoring allocations and expenditures to ensure the matching requirements have been met.

When the subgrantee requests reimbursement, they are required to submit both a County voucher reimbursement request and backup documentation that the costs were actually incurred, as well as a performance accomplishment report. Individual project managers and a fiscal staff person review both. The fiscal staff reviews the expenditure and related records to ascertain when CDBG funds, and local funds which were repaid with CDBG funds, were first obligated or expended and ascertain if any funds were obligated or expended prior to HUDS approval of the RROF. Reimbursement requests are also reviewed for appropriateness and eligibility under contracted provisions. If an inappropriate or ineligible cost is incurred, or if performance falls far below projections, the County will not reimburse the sub-grantee and will meet with them to try to rectify the situation.

The completion of a project does not necessarily end the County's involvement with it. For example, once a construction or real property acquisition project is completed, the County will secure the public interest in the project and restrict any potential change of use via a promissory note and deed of trust instrument against the real property. HOME, CDBG and ESG funds are subject to payback, with a share of the appreciated value, if the use of the property changes.

In addition to our internal fiscal controls, our fiscal process is audited periodically by the state to ensure we adhere to county, state and federal (e.g. HUD) requirements in the management of the H&CD programs.

In 2003 the Monitoring Plan Team will continue the development of the Monitoring Plan Desk Guide that depicts the overall goals, definitions, monitoring requirements, tools and timelines of each program area. The effort will assist in providing a coordinated and streamlined approach to monitoring for regulatory requirements and compliance with each of the funding sources, while meeting the minimum thresholds set forth by the Community Services Division.

2003 Funds Available

The King County CDBG and HOME Consortia will receive approximately \$10,685,000 in Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and other federal funds in 2003. An additional \$1,789,782 in program income will be available as well as \$496,897 in recaptured funds, providing a total available for 2003 allocations of **\$13,483,540**.

CDBG Funds:

2002 Estimated Entitlement		\$ 6,604,000	
Projected Program Income		<u>1,789,782</u>	
	Sub-total	8,393,782	Recaptured Grant Funds
		<u>743,401</u>	
Total CDBG Funds			\$9,137,183

HOME Funds:

2003 Estimated Entitlement and		\$3,867,000	
Program Income (Projected)		<u>511,861</u>	
Total HOME Funds			\$ 4,378,861

Emergency Shelter Grant Funds:

Emergency Shelter Grant		\$ 214,000	
Total ESG Funds			<u>\$ 214,000</u>

Total Federal Funds	\$13,730,044
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The federal funds will be allocated to the activities listed in the following pages. The activities will be implemented in the 2003 program year. They are consistent with the King County Consortium Consolidated Housing and Community Development Plan for 2000 - 2003 and meet the applicable federal requirements for the CDBG, HOME and other grant programs. The activities predominantly benefit persons who are at or below 80 percent of the area median income.

Specific CDBG Submission Requirements

Program Income

The following sources of program income are expected to be received and are allocated for 2003 activities.

Housing Repair Loan Paybacks	\$ 1,352,137
Housing Stability Loan Repayments	12,066
Miscellaneous Reimbursements	27,800
Rental Rehab Repayments	22,177
MHCP	23,404
City of Kent	302,466
Unallocated 2002 collections	49,733
TOTAL Program Income	\$1,789,783

Recaptured Funds

The following funds are available from earlier projects which have been completed with an underrun or which have been canceled during 2002. These funds have been recaptured and reallocated to the 2003 CDBG Program.

According to policies stated in the 2000-2003 CDBG Interlocal Cooperation Agreement with the King County Consortium cities, which was adopted by all the Consortium members, recaptured administration dollars and other Consortium-wide funds are shared and reallocated among the Consortium partners. Projects which were amended (the amount to be expended was changed by 25 percent unless the decrease was the result of an underrun; the purpose, scope, location or beneficiaries of the project was changed; a project was canceled; or a new project was funded) were published and citizens were allowed to comment.

Jurisdiction	Project #	Title	Amount	Total
Consortium-wide To Jurisdictions	C00101	Freemont Public Association	2,453	3,057
	C98539	Kent Parks and Recreation Russell Road Park	603.80	
Bothell	C00959	Bothell Senior Transportation Support	2	279
	C98939	Community Homes Adult Family Home	277	
Enumclaw	C00312	Enumclaw CDBG Program Administration	298	42,143
	C97310	Enumclaw Historic Masonic Lodge Bldg. Phase 2	9,423	
	C98310	Enumclaw Historic Masonic Lodge Bldg. Phase 3	17,422	
	C01339	Enumclaw DAWN Services Support	5,000	
	C01427	Enumclaw Community Public Opinion Survey	10,000	
Federal Way	C00412	WA State Youth Soccer Assn Site Acq	75,000	131,625
	C02924	DAWN - Shelter Renovation & Expansion	25,000	
	C01406	CARES Childcare Subsidy	1,643	
	C01389	Federal Way Domestic Violence Advocate Support	3,154.09	
	C01375	Federal Way Planning and Administration	26,828.00	
Issaquah	C01287	Issaquah Senior Center Kitchen Equipment	46,173	46,173
Renton	C02603	Renton Unallocated Funds (2002)	54,084.00	83,104
	C00751	Renton Housing Repair Assistance	17,482.09	
	C99751	Renton Housing Repair Assistance	11,538.16	
SeaTac	C02705	SeaTac CDBG Program Administration	6,000	11,017
	C02719	SeaTac Domestic Violence Prevention Program	5,017	
Shoreline	C99510	Shoreline KCHA Lakehouse Fire Alarm Upgrades	2,081.40	2,081
Tukwila	C02641	Dwamish Neighborhood Streetscape	104,954	119,047
	C99699	Tukwila Minor Home Repair	14,093	
Co & Sm Comm	C02608	County & Small Cities Unallocated 2002	19,000.00	
	C01059	TECH ASST TO SMALL CITIES	10,939.00	
	C01241	CDBG ADMIN - CAPITAL	41,575.00	
	C01422	LOW INCOME HOUSING DEV	692.00	
	C00059	TECH ASST TO SMALL CITIES	76,136.00	
	C00241	CDBG ADMIN - CAPITAL	16,168.00	
	C00519	King County HCD Housing Repair Program	46,316.11	
	C00521	Placific/Algona Community Center Support	2.00	
	C99826	Algona Matchett Park Playground Equipment	96.54	

C9817	Vashon-Maury Health Services Ctr ADA Compliance	60,000.00	
C97019	King County Affordable Mo Payment Loan Program	33,950.00	304,875
	TOTAL		743,401

Specific HOME Submission Requirements

Recapture/Resale Provisions:

HOME funds used for housing rehabilitation will be subject to recapture if the property is sold, title is transferred and/or the owner does not comply with the affordability requirements. HOME funds used for housing development or preservation will be subject to recapture if affordable rental housing is not provided for low-income household, in accordance with the contract requirements or for home ownership projects, if the home does not continue to be the principal residence of the homebuyer for the duration of the period of affordability. The amount subject to recapture is based upon the amount of HOME assistance that enabled the homebuyer to purchase the home. This includes any HOME assistance that reduced the purchase price from fair market value to an affordable price but excludes the development subsidy. The recaptured HOME funds will be used for other HOME-eligible activities or to assist subsequent homebuyers depending upon the design of the homeownership program.

Tenant-Based Rental Assistance:

The Consortium does not engage in this activity.

Other Forms of Investment:

The Consortium does not use forms of investment other than those described in 24 CFR 92.205(b).

Affirmative Marketing:

King County has policies and procedures for affirmative marketing of vacant units in projects of five or more HOME-assisted housing units, per 24 CFR 92.351. The County will advertise the HOME Program in publications throughout the County and will notify all housing related community organizations about the availability of HOME funds and the eligible activities. The County's Office of Civil Rights Enforcement requirements for equal access to programs will be adhered to from the initial stages of program development.

King County will use the following procedures to inform the public, property owners, and potential tenants about federal and County fair housing laws that apply to the HOME Program.

1. The Equal Housing Opportunity logo will be used in all press releases, display advertising, and brochures used to market King County's rehabilitation program, as well as on the project application form; and
2. Owners will be informed of fair housing requirements during the initial interview and preliminary application process.

Requirements and Procedures for Owners

King County will require owners to display the Fair Housing poster at project sites, and to use the Equal Housing Opportunity logo on all advertising notifying the public of available rental units in projects rehabilitated through the County's HOME Program. The County will further require owners to use commercial media to advertise the availability of renovated units, especially in local newspapers serving the project area, including at least two minority newspapers. Through the Housing and Community Development Program's Housing Hotline, potential tenants will be referred to rehabilitated units.

King County will require building owners to maintain management records documenting their efforts to affirmatively market available rental units. Owners are required to have copies of advertisements for available units and copies of notices provided to outreach agencies to inform and solicit applications from persons in the housing market area who are not likely to apply for the housing without special outreach. Affirmative marketing records are available for review by the County at any time. This information is used to assess the results of the owner's affirmative marketing efforts. King County requires the owner to maintain rejected housing applications along with a statement explaining why the applicant was rejected.

King County staff will assess affirmative marketing efforts of owners receiving HOME dollars through the following:

- (a) periodic visits by County staff to completed projects;
- (b) an annual review of records for a random sample of projects rehabilitated with HOME funds;

- (c) periodic checks for advertisements including the Equal Housing Opportunity logo, notices to minority and outreach agencies; and
- (d) verification of rents charged, and a record of approved and rejected tenant applications for housing.

If the review of the owner's efforts to affirmatively market units shows the owner has not complied with the County's affirmative marketing requirements, the County will inform the owner of the review findings in writing and give the owner time to correct the problems before a second record review is conducted. An owner's failure to correct problems and comply with affirmative marketing requirements may result in the County calling due the deferred-payment loan made to the owner for the property, or charging interest on the loan.

Specific ESG Requirements

ESG Targets

The King County Consortium currently targets available Emergency Shelter Grant (ESG) funds for the following:

- a) maintain the existing supply of emergency shelter beds for homeless families;
- b) maintain operating support for the existing family shelter system;
- c) expand the supply of emergency shelter for underserved populations; and
- d) maintain existing homeless prevention activities.

ESG funds and CDBG funds will be awarded to non-profit organizations through a combined competitive Request for Proposals process called the Homeless Assistance Fund. Project selection will be based on how well the application furthers the Continuum of Care strategies.

Sources of Matching Funds:

The County estimates that matching funds will be generated by applicants at the same level as last year, or approximately \$1million. The match sources include Community Development Block Grant funds (allocated suburban cities that receive a direct pass-through of CDBG funds), private donations, local jurisdictions' general fund support, and state funds for shelter programs. Specific detail on the amount of matching funds and their sources will be provided upon the conclusion of the competitive Request for Proposal process and award of the funds.

Listing of Adopted 2003 Projects

The federal funds will be allocated to the activities listed in the following pages. The activities will be implemented in the 2003 program year. They are consistent with the King County Consortium Consolidated Housing and Community Development Plan for 2000-2003 and meet the applicable federal requirements for the CDBG, HOME and ESG programs. The activities predominantly benefit persons who are at or below 80 percent of the area median income.

Projects Listed Alphabetically

Project No.	Project Title	Page No.
C03063	Auburn Youth Resources ESG Shelter Support	61
C03467	Black Diamond Community Center	43
C03899	Bothell - McEachern Facility - Rehab	57
C03915	Bothell ARCH Housing Development Set-aside	58
C03950	Bothell CDBG Program Administration	59
C03626	Bothell Housing Rehab Loan Funds	48
C03959	Bothell Senior Transportation Support	60
C03891	Burien Catholic Community Services Emergency Services	57
C03898	Burien CDBG Community Development Plan	57
C03890	Burien CDBG Program Administration	56
C03885	Burien Highline YMCA Childcare Scholarships	56
C03636	Burien Housing Rehab Loan Funds	50
C03876	Burien North Ambaum Area Park Development	56
C03886	Burien Project Look Youth & Family Support	56
C03069	CCS/HOME Shelter Support	62
C02568	Center for Human Services Facility Improvements	34
C02783	Children's Therapy Center Facility Expansion Project	34
C03120	Covington CDBG Program Administration	35
C03637	Covington Housing Rehab Loan Funds	50
C03116	Covington YWCA Emergency Shelter Support	35
C03913	CWPI Hopelink's Employment Program	58
C03914	CWPI Multi-Service Center Employment Services	58
C03245	Des Moines CDBG Program Administration	37
C03627	Des Moines Housing Rehab Loan Funds	48
C03240	Des Moines ParkRidge and Economic Dev. Plan	37
C98255	Des Moines Senior Center Land Acquisition	60
C03161	Des Moines Senior Center Support	36
C03237	Des Moines Wesley Home Cross Walk Signal Replacement	36
C03731	Eastside Domestic Violence Program	53
C03062	Eastside Domestic Violence Program	60
C03369	Eastside Domestic Violence Program Shelter Rehab	41
C03072	Eastside Interfaith Congregations for Homeless	62
C03312	Enumclaw CDBG Program Administration	40
C03372	Enumclaw Community Public Opinion Survey	41
C03302	Enumclaw GRCC Small Business Assistance	39
C03628	Enumclaw Housing Rehab Loan Funds	48
C03370	Enumclaw Skatepark Project	41
C03334	Enumclaw Youth & Family Resource Center: Family Outreach	40
C03371	Enumclaw YWCA: Domestic Violence Victims Services	41
C03070	ESG Administration	62
C03277	Federal Way CCN III Transitional Housing for Homeless	38
C03375	Federal Way CDBG Program Administration	42

C03393	Federal Way CHCKC Dental Support	42
Project No.	Project Title	Page No.
C03257	Federal Way Emergency Feeding Program	37
C03633	Federal Way Housing Rehab Loan Funds	49
C03374	Federal Way Ocean Ridge Apartments Childcare	42
C03259	Federal Way PACT (Parents and Children Together)	38
C03258	Federal Way Senior Center, Adult Day Care	37
C03582	Federal Way Unallocated	47
C03406	Federal Way YMCA CARES Child Care Subsidy	42
C03389	Federal Way, Domestic Violence Unit	42
C03373	Federal WayThompson Neighborhood Park	41
C03015	Food Lifeline Food Distribution Support	35
C03067	FPA Motel Vouchers and Shelter Support	61
C03101	Fremont Public Association Housing Stability Project	35
C03899	Friends of Youth - McEachern Youth Facility (Griffin Home)	57
C03064	Friends of Youth ESG Emergency Shelter Support	61
HH3107	HOME Housing Rehabilitation	33
HH3204	HOME Program Administration	33
HH3108	HOME Rental Rehabilitation	33
HH3000	HOME Subrecipient Housing Development	33
C03565	Hopelink - Kenmore Emergency Shelter Support	46
C03061	Hopelink - Kenmore Emergency Shelter Support	60
C03562	Hopelink Sno-Valley Center Support	46
C03795	Hopelink Sno-Valley Facility Rehabilitation	54
C03910	Hospitality House	62
C03910	Hospitality House Emergency Shelter Support	62
C03911	Issaquah ARCH Housing Set-aside	57
C03300	Issaquah CDBG Program Administration	39
C03297	Issaquah Valley Senior Center Van Driver Support	39
C03744	KC CBDO Rural Employment Services	53
C03639	KC HCD Affordable Housing	50
C03059	KC HCD Assistance to Small Communities	35
C03919	KC HCD Housing Development Setaside	59
C03241	King County Administration - Capital	37
C03204	King County CDBG Administration	36
C03684	King County Economic Development Program	51
C03519	King County Housing Rehab Program Delivery	45
C03461	King County Housing Repair Program	43
C03519	King County Housing Repair Program Delivery	45
C03685	King County Small Business Loan Program	51
C03279	Kirkland - Hopelink's Employment Program	39
C03278	Kirkland - KCHA Casa Juanita Fire Alarm System	39
C03916	Kirkland ARCH Housing Development Set-aside	58
C03534	Kirkland CDBG Program Administration	45
C03263	Kirkland Interfaith Transitions in Housing Support	38
C03266	Kirkland Jewish Family Services Training & Employment	38
C03269	Kirkland YWCA Family Village Program Support	38

C03432	Lake Forest Park CDBG Program Administration	43
C03920	Lake Forest Park Housing Development Set-aside	59
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C03634	Lake Forest Park Housing Rehab Loan Funds	49
C03431	Lake Forest Park Shoreline Senior Center Program Support	43
C02925	LATCH - Angle Lake Senior Housing	34
C03060	Legal Action Center	60
C01709	Lutheran Community Services Facility Design	34
C03570	Maple Valley Food Bank Facility Expansion	47
C03917	Mercer Island ARCH Housing Development Set-aside	59
C03571	Multi- Service Center -Kent Emergency Shelter	47
C03065	Multi-Service Center ESG Emergency Shelter Support	61
C03803	Neighborhood House Parklake Home Case Management	54
C03521	Pacific & Algona Community Center	45
C03138	Redmond CDBG Program Administration	36
C03308	Redmond Hopelink Emergency Services Support	40
C03360	Redmond Hopelink's Eastside Literacy Program	40
C03366	Redmond Hopelink's Employment Services	40
C03739	Redmond Housing Rehab Loan Funds	53
C03507	Renton CDBG Program Administration	44
C03845	Renton CHC Primary Dental Support	55
C03871	Renton Communities in Schools	56
C03850	Renton Domestic Abuse Women's Network	55
C03855	Renton ElderHealth NW/Connection	55
C03865	Renton Emergency Feeding Program	55
C03635	Renton Housing Rehab Loan Funds	49
C03751	Renton Minor Housing Repair	54
C03859	Renton Visiting Nurse Services of the NW	55
C03703	SeaTac - Des Moines Area Food Bank	51
C03707	SeaTac - Emergency Feeding Program	52
C03632	SeaTac - Housing Rehab Loan Funds	49
C03723	SeaTac - Institute for Family Development In home Counseling Program	52
C03722	SeaTac - Senior Center Design Project	52
C03713	SeaTac - Senior Services Minor Home Repair Program	52
C03705	SeaTac CDBG Program Administration	51
C03573	Shoreline - Parkview Services - Parkview Homes VI	47
C03555	Shoreline CDBG Program Administration	46
C03503	Shoreline CHS Anger Management Support	44
C03553	Shoreline Church Council of Greater Seattle Homelessness Support	46
C03491	Shoreline East/North Healthy Start Support	44
C03552	Shoreline Emergency Feeding Program Support	46
C03502	Shoreline Food Lifeline Food Distribution Support	44
C03490	Shoreline Hopelink Emergency Services Support	44

C03549	Shoreline Hopelink Emergency Shelter Support	45
C03640	Shoreline Housing Rehabilitation Loan Funds	50
C03572	Shoreline Inland Empire Residential Resources	47
C03729	Tukwila Cascade View Roadway and Drainage Improvement	53
C03631	Tukwila Housing Rehab Loan Funds	48
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C03160	Tukwila Senior Citizen Program Support	36
C03699	Tukwila Senior Services of Seattle Minor Home Repair	51
C03730	Tukwila SKC Domestic Violence Plan	53
C03797	Vashon Youth and Family Services Emergency Housing Safety Net	54
C03798	Volunteers of America Skykomish Outreach	54
C03727	YWCA Emergency Housing Program Support	52
C03066	YWCA Emergency Housing Program Support	61

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HH3108	HOME Rental Rehabilitation	33
HH3204	HOME Program Administration	33
C01709	Lutheran Community Services Facility Design	34
C02568	Center for Human Services Facility Improvements	34
C02783	Children's Therapy Center Facility Expansion Project	34
C02925	LATCH - Angle Lake Senior Housing	34
C03015	Food Lifeline Food Distribution Support	35
C03059	KC HCD Assistance to Small Communities	35
C03060	Legal Action Center	60
C03061	Hopelink - Kenmore Emergency Shelter Support	60
C03062	Eastside Domestic Violence Program	60
C03063	Auburn Youth Resources ESG Shelter Support	61
C03064	Friends of Youth ESG Emergency Shelter Support	61
C03065	Multi-Service Center ESG Emergency Shelter Support	61
C03066	YWCA Emergency Housing Program Support	61
C03067	FPA Motel Vouchers and Shelter Support	61
C03069	CCS/HOME Shelter Support	62
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C03072	Eastside Interfaith Congregations for Homeless	62
C03101	Fremont Public Association Housing Stability Project	35
C03116	Covington YWCA Emergency Shelter Support	35
C03120	Covington CDBG Program Administration	35
C03138	Redmond CDBG Program Administration	36
C03160	Tukwila Senior Citizen Program Support	36
C03161	Des Moines Senior Center Support	36
C03204	King County CDBG Administration	36
C03237	Des Moines Wesley Home Cross Walk Signal Replacement	36
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C03278	Kirkland - KCHA Casa Juanita Fire Alarm System	39
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C03297	Issaquah Valley Senior Center Van Driver Support	39
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C03302	Enumclaw GRCC Small Business Assistance	39
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C03366	Redmond Hopelink's Employment Services	40
C03369	Eastside Domestic Violence Program Shelter Rehab	41
C03370	Enumclaw Skatepark Project	41
C03371	Enumclaw YWCA: Domestic Violence Victims Services	41
C03372	Enumclaw Community Public Opinion Survey	41
C03373	Federal WayThompson Neighborhood Park	41
C03374	Federal Way Ocean Ridge Apartments Childcare	42
C03375	Federal Way CDBG Program Administration	42
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C03406	Federal Way YMCA CARES Child Care Subsidy	42
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C03432	Lake Forest Park CDBG Program Administration	43
C03461	King County Housing Repair Program	43
C03467	Black Diamond Community Center	43
C03490	Shoreline Hopelink Emergency Services Support	44
C03491	Shoreline East/North Healthy Start Support	44
C03502	Shoreline Food Lifeline Food Distribution Support	44
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C03553	Shoreline Church Council of Greater Seattle Homelessness Support	46
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C03917	Mercer Island ARCH Housing Development Set-aside	59
C03919	KC HCD Housing Development Setaside	59
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C03950	Bothell CDBG Program Administration	59
C03959	Bothell Senior Transportation Support	60
C98255	Des Moines Senior Center Land Acquisition	60

Summary of Public Comments

The 2003 CDBG proposed projects were available for public review between September and November 2002. The Pass-through Cities and King County held public meetings or hearings on the proposed projects before they were adopted by the respective jurisdictions.

The following pages contain documentation reflecting comments received at the Pass-through City Public Hearings.

A Subcommittee of the Joint Recommendation Committee held a Public Forum on September 20, 2002, for the purpose of hearing brief presentations from applicants of the Unincorporated King County and Small Cities Funds. The Forum also provided citizens an opportunity to identify community development needs within their communities.

No comments have been received from the citizenry concerning the 2003 Action Plan during the required 30 day comment period.